

## 40 Hour Work Week Answers to Frequently Asked Questions

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**Q. How will the 40-hour work week affect my current work schedule?**

A. Employees with a standard work schedule will be expected to work an additional 30 minutes each day, 2.5 hours per week.

**Q. Will I be paid for the additional 2.5 hours a week?**

A. Yes, merit employees and certain non-merits who are non-exempt will receive a corresponding 6.67 percent salary adjustment for the additional work time.

**Q. How did the Cabinet arrive at 6.67 percent?**

A. The increase from 37.5 to 40 hours is a 6.67 percent increase in work time; therefore a corresponding 6.67 increase in pay has been adopted.

**Q. Will flex scheduling be allowed to accommodate daycare, carpooling, etc.?**

A. Employees who need to work a schedule other than the standard Monday-Friday, 8 a.m.-5 p.m. should speak with their immediate supervisor. Every effort will be made to work with employees to avoid any unnecessary hardship. With the approval of their supervisor, employees may be allowed to work a flex schedule to accommodate their needs.

**Q. Will I still earn/use time based on the 7.5 hour work day?**

A. No. Time will now be based on an 8-hour work schedule. Sick leave will be earned in 8-hour increments and subtracted in 8-hour increments for a full day of sick leave. Full-time employees will earn 10 days (80 hours) of sick leave at 120 and 240 months of service. Annual leave will be earned as follows:

- 1-59 months of service: 8 hours annual leave per month
- 60-119 months of service: 10 hours annual leave per month
- 120-179 months of service: 12 hours annual leave per month
- 180-239 months of service: 14 hours annual leave per month
- 240+ months of service: 16 hours annual leave per month

**Q. If I transfer to another Cabinet to a position that is not on the 40-hour schedule, do I forfeit the 6.67 percent increase?**

A. If you transfer to a lateral position with a 37.5 work week, you will lose the 6.67 percent salary increase. If you transfer to another position that is one grade higher on the 37.5 hour work schedule, you would forfeit the 6.67 percent increase, but would receive a 5 percent increase (depending on an employee's demotion history) for moving up one grade, which would be a 1.67% salary decrease.

**Q. How does this affect my overtime pay or 1.5 hour compensatory time?**

A. Any hours worked over 40 hours will be paid at the time-and-a-half rate or added to your accumulated comp. time at the time-and-a-half rate. There will no longer be the 2.5 hours for which an employee would earn hour-for-hour straight comp. time.

**Q. Will this change the sick leave conversion to months of service upon retirement?**

A. If you plan to retire in the near future, please contact the Kentucky Retirement System at 1 (800) 928-4646 to discuss how this change may impact your retirement.

**Q. If I'm already on a 40-hour work week schedule, how will this affect me? Will I see a salary increase?**

A. There will be no impact on employees who are currently on a 40-hour work week schedule. Because these employees are already compensated at a higher rate due to their schedule, they will not receive a 6.67 percent adjustment in pay.

**Q. Does the Cabinet possess the authority to make this change to employees' work schedules?**

A. Yes, current statutory authority exists under 101 KAR 2:095(2) and KRS 18A.005 (18).